

WakeID Portal: Claim Staff Account

The WakeID Portal allows access to multiple WCPSS applications including Google, Canvas and other district applications. Learn more about your WakeID at http://mywakeid.wcpss.net.

Note:

- Staff MUST claim their WakeID account prior to their first login.
- The claim account process takes **5-10 minutes**. Complete the <u>entire</u> process once you begin.

Claim Your WakeID Account

- 1. Using Google Chrome or Firefox, visit http://wakeid.wcpss.net.
- 2. Click Claim My Account.
 - This **must** be done prior to first login.
 - This will only need to be done once.
- 3. Answer each of the questions displayed.
 - Date of birth must be entered as follows: Year as 4-digits – e.g. 1981; Month as 2-digits – e.g. 03; Day as 2-digits – e.g. 21
 - The answers **must match** the information in your WCPSS Human Resources record.
- 4. Click Next.
- 5. Update your **password**.
 - · Follow the Password Requirements displayed.
 - Enter your new password in both form fields.

Note: Your WakeID password is one password that allows access to multiple WCPSS applications.

- 6. Click Next.
- 7. Claim My Account is complete.
 - Never share this password with others.
 - Return to http://wakeid.wcpss.net to login.

Log In
Students do not need to claim their WakeID account. WCPSS Staff must claim their WakeID account prior to their first login.
Claim My Account
Last 4 digits of your Social Security Number:
Enter your date of birth in the form of YYYYMMDD (example: March 21, 1981 would be entered as 19810321):
19810321
Next
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